

SUPPORT DOCUMENT GUIDELINES FOR EZ EMPLOYEE ELIGIBILITY

Listed below are examples of documents that could verify Enterprise Zone employee eligibility.

If American Indian/Alaska Native provide:

- An official document stating that the employee is a member of a federally recognized Indian tribe, band or other group of Native American decent.

If an Ex-Offender:

- Court documents or
- Letter of Parole or
- Letter from Probation Officer or
- Police Records or
- Halfway House Resident

If employee was laid off:

- Copy of lay-off notice

If employee was unemployed due to a plant closure or military installation closure:

- Employer Notice or
- Newspaper Article and/or Public Notices or
- Government (EDD) Agency Verification Letter

AND

- Written notification of termination verification by employer or
- Documentation verifying employment at the facility

If employee was unemployed for 15 out of the last 26 weeks:

- Copy of applicable pay-stubs or
- Unemployment print-out from EDD

If Self-Employed:

- Copy of business License or
- Recent Income Tax Return or
- 1099 Earnings Statement

If a service connected disable veteran:

- Copy of discharge papers showing service connected disability

If discharged from military service 48 months prior to employment:

- Copy of DD214

If employee served between 8/5/64 to 5/7/75:

- Copy of DD214

Work Opportunity Tax Credit (WOTC):

- Copy of WOTC certification form

Aid to Families with Dependent Children

- Copy of check stubs or
- Copy of official document showing employee is receiving AFDC

Enrolled in CalWORKS:

- Copy of document showing eligibility or
- Letter from Case Worker verifying enrollment

Enrolled in WIA:

- Copy of WIA enrollment form or
- Letter from WIA Case Manager

Supplemental Security Income (SSI); Social Security Payment:

- Copy of check stubs or
- Documentation from Social Security Administration

General Assistance:

- Check stub copy or
- Copy of official document showing employee is receiving General Assistance

Food Stamps:

- Authorization to obtain Food Stamps or
- Food Stamp card with current date or
- Food Stamp receipt or
- Postmarked Food Stamp mailer with applicable name and address or
- Public Assistance Records/Print-Out

Unemployment Insurance:

- Copy of check stubs or
- Document from EDD verifying UI payments

State Rehabilitation Program:

- Letter or document from the program stating employee is enrolled or eligible for the program

If income for the family is less than the amount listed, proof of income is needed for all family members. Documents that can support the income are

- Pay stub copies or
- UI records or
- Official documents showing income for the 6 months prior to hire date